

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978
CEMRO-EM
CEMRO-IM-CR

DM 25-1-74

Memorandum
No. 25-1-74

1 August 1994

Information Management
DUPLICATE EMERGENCY FILES PROGRAM

1. Purpose. This memorandum prescribes procedures and responsibilities for forwarding and maintaining duplicate records at the emergency relocation site (ERS).

2. Applicability. This memorandum applies to all elements of the Omaha District.

3. References.

a. AR 25-1, The Army Information Resources Management Program

b. AR 340-26, Duplicate Emergency Files Program

c. Headquarters, U.S. Army Corps of Engineers, Continuity of Operations Plan (COOP).

d. Headquarters, Missouri River Division Continuity of Operations Plan (COOP).

e. Omaha District Continuity of Operations Plan (COOP).

4. General. The Omaha District COOP requires records necessary for the performance of essential emergency functions and the re-establishment of the District headquarters in case of an emergency be maintained at an emergency relocation site. The COOP contains criteria for selection of operational, administrative, and technical records to be included in the duplicate emergency files. All documents required to conduct operations should be forwarded to the ERS. Records to be included and offices responsible for furnishing ERS files are listed in references 3. b. and c., above.

5. Responsibilities.

This memorandum rescinds DR 340-1-2, dated 15 Dec 83.

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a. Chiefs of divisions and separate offices will:

(1) Determine which documents are necessary for continuity of operations in accordance with above references.

(2) Appoint duplicate emergency files coordinators for the division/office.

(3) Ensure documents are forwarded to Records Management Section, Customer Assistance Branch, Information Management Office.

b. Duplicate emergency files coordinators will:

(1) Package and forward (see paragraph 6 below) to Records Management Section all documents listed in the Omaha District COOP for respective division/office.

(2) Keep files maintained at the ERS current.

(3) Maintain an inventory of all documents shipped.

c. Records Management Section, Customer Assistance Branch, Information Management Office will:

(1) Ensure documents are prepared for shipment and then forward to the ERS.

(2) Maintain an inventory of all documents shipped.

d. The individual designated as commander at the ERS will appoint a Duplicate Emergency Files Custodian. The commander will ensure all personnel operating the depository are properly cleared and thoroughly familiar with procedures outlined in AR 340-26, Duplicate Emergency Files Program.

6. Procedures for Forwarding Records. All records to be maintained at the ERS will be forwarded through Records Management Section.

a. Records will be packaged individually by wrapping or be placed in an envelope or container.

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b. A DA Form 4573, Document Control and Destruction Certificate, will be prepared for each document shipped. The envelope/container will be clearly marked for ERS. Instructions for completing DA Form 4573 are in appendix A. Do not place more than one document on a form. Distribution of DA Form 4573 is:

(1) Original, 3d, 4th, 5th and 6th (card) copies will be forwarded to Records Management Section with the document.

(2) Copy 2 will be retained by the preparing office.

FOR THE COMMANDER:

APP A
Instr for Compl
of DA Fm 4573

Robert L. Suthard, Jr.
ROBERT L. SUTHARD, JR.
MAJ, EN
Deputy Commander

DISTRIBUTION:
B

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APPENDIX A

INSTRUCTIONS FOR COMPLETION OF DA FORM 4573
(Prepare a separate DA Form 4573 for each
document forwarded to the ERS)

1	2 3 4 5		6 7 8 9 10		11 12		13		14 15 16		17 18 19 20 21 22		23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54		55	
ERS	CEMRO-ED-G-03		U				931004		SOP (Revised Aug 93)							
1. DOCUMENT CONTROL NO.	3. COPY NO.		DOC. DATE		DOCUMENT TITLE											
2. <input type="checkbox"/> DOCUMENTATION <input type="checkbox"/> TAPES	3. REPLACED DOCUMENT IS TO BE: <input checked="" type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED															
4. REMARKS	5. FROM Geotechnical Branch, Engineering Division															
6. COPY SENT TO: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J	7. REPLACES DOCUMENT CEMRO-ED-G-02															
8. DATE DISPATCHED 27 Mar 94	9. REGISTER NO.															
10. DOCUMENT HAS BEEN: <input checked="" type="checkbox"/> DESTROYED <input type="checkbox"/> RETURNED <input type="checkbox"/> ASSIGNED THIS NEW CONTROL NO.:																
11. DATE 14 Apr 94	NAME AND GRADE OR TITLE OF RECIPIENT Joan A. Doe, Admin Supv															
12. DATE 14 Apr 94	NAME OF PERSON MAKING DESTRUCTION John Smith, Clerk															
13. DATE	NAME OF WITNESS															
14. DATE	SIGNATURE															
15. DATE	SIGNATURE															
16. DATE	SIGNATURE															

DA FORM 4573, MAR 82 EDITION OF NOV 76 IS OBSOLETE DOCUMENT CONTROL AND DESTRUCTION CERTIFICATE (AR 340-24)

(REQUIREMENT CONTROL SYMBOL AG-369 (R1))

BLOCK NO.

INSTRUCTIONS

- 1a Enter "ERS".
- 1b-1c Enter complete office symbol.
- 1d Enter number of document as set forth in the District COOP; e.g., 01, 02, 03, etc.
- 1e Enter classification symbol (S-SECRET, TS-TOP SECRET, C-CONFIDENTIAL, U-UNCLASSIFIED, O-FOR OFFICIAL USE ONLY)
- 1f Leave blank.
- 1g Date of document will be entered as 941004 for 4 Oct 94.
- 1h Unclassified short title of document (42 spaces or less).

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- 1i If desired enter as listed:
 - A-Addition of material to file.
 - D-Deletion of material on file (to be destroyed).
 - R-Replacement of material on file (to be destroyed).
 - C-Change to material on file.
 - T-Transfer of material on file.
- 2 Self-explanatory.
- 3 Instructions for depository personnel.
- 4 Self-explanatory.
- 5 Enter division/office designation.
- 6 Leave blank.
- 7 Enter control number of document being replaced.
- 8 Date forwarded to Records Management Section.
- 9 Leave blank.
- 10 Depository personnel enters final disposition.
- 11 Used to show receipt or return to originating office.
- 12-13 Used to certify destruction of material shown.